

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**DIVISION CHIEF
FIRE AND RESCUE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs administrative, professional and supervisory emergency scene work in directing emergency operations and related activities for an Asheville Fire and Rescue platoon (shift) as well as major Asheville Fire and Rescue administrative functions. Employee reports directly to the Deputy Fire & Rescue Chief and indirectly to the Fire & Rescue Chief, especially with projects. This is a senior management level position within the department.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs administrative and professional emergency scene work directing the activities of a shift and division of the fire department. Work involves planning, organizing, coordinating and participating in the multiple activities and functions of the fire protection program of one of the shifts and divisions of the City of Asheville Fire and Rescue. In addition, an employee in this class plans, directs, manages and supervises critical administrative functions of the department including, but not limited to, planning and logistics, prevention and special operations, and training and standards. Administrative duties include making recommendations concerning recruitment of personnel and purchase of equipment, monitoring and controlling expenditures, preparing budget estimates, and assigning and supervising departmental personnel and equipment. Work also involves directing and conducting fire training programs, investigating fires, inspecting buildings and other properties for fire hazards, and enforcing fire prevention regulations. Employee must exercise considerable initiative and independent judgment in all phases of work. Employee must also exercise tact, courtesy and firmness in contact with public officials and the general public. Work is performed in accordance with established emergency medical procedures and techniques, but the employee must exercise independent judgment in applying short-term relief. Work is performed under limited supervision of the Deputy Fire & Rescue Chief and is evaluated by a combination of the employee's ability to carry out essential job functions, continuing acquisition of new knowledge and skills in support of those essential job functions and ability to demonstrate the competencies described herein.

DIVISION CHIEF

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes, directs and evaluates a shift and division's emergency response operations including emergency response and fire prevention programs; develops and/or approves and implements policies, procedures, and regulations; recommends and implements departmental training and development programs; recommends appropriate equipment and facilities for effective fire operations.

Regularly responds to and commands emergency scenes; assumes command of all major emergencies; allocates and deploys response units City-wide to provide adequate coverage.

Enforces fire prevention regulations; inspects buildings and other properties for fire hazards; initiates fire investigations.

Reviews incident reports, complaint reports, investigation reports, and related operational reports to determine adherence of personnel to prescribed standards; investigates complaints on departmental personnel and administrative matters and takes appropriate action.

Prepares budget estimates for one or more divisions of Asheville Fire and Rescue and controls division spending.

Serves as liaison between Asheville Fire and Rescue and other governmental or private agencies; attends meetings of various professional and civic associations, commissions, etc., as appropriate, to facilitate a positive public image of the department and City government.

Directs the preparation and ultimate analyses of fire records and reports to secure efficient operations, to meet service demands and to comply with authorized requests for information regarding departmental activity and personnel.

Appears before public and news media, as appropriate, to explain emergency response operations or activities; promotes and maintains positive community relations.

Monitors and evaluates fire prevention inspections.

Monitors and evaluates pre-incident planning and fire hydrant testing and maintenance.

Monitors and evaluates apparatus, equipment, and facilities maintenance.

Utilizes computerized data entry equipment and various word processing, spreadsheet, file maintenance and/or database programs to enter, store and/or retrieve information.

Manages major departmental functions and is responsible for the accountability of those programs in performance and adherence to performance standards of the organization.

Conducts and is responsible for performance evaluations for those persons within their command.

Provides quality assurance measures for the programs and work of the personnel under their command.

DIVISION CHIEF

ADDITIONAL JOB FUNCTIONS

Maintains immediate availability for response on an off-duty basis in event of fire, rescue, hazardous-materials or other emergency, or for fire investigation or fire code activities.

Undertakes firefighting, emergency medical care, rescue and related activities in emergency situations; functions in any capacity within the Incident Command System from Incident Command to Operations to Sectors to Firefighter.

May be asked to serve as a GIS Data Steward for departmental databases: develops, updates, maintains, and shares GIS data; ensures security, integrity, and recovery for GIS data; documents and indexes GIS data using FGDC Metadata Standards; notifies City of Asheville staff and others of GIS data availability and updates; provides requested information regarding databases; provides timely and thorough input to the Annual GIS Data Inventory; and provides timely and thorough input to the Annual GIS Needs Assessment.

Performs related work as required and as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of fire fighting procedures, techniques and apparatus.

Thorough knowledge of hazardous materials and mitigation of situations involving hazardous materials.

Thorough knowledge of emergency medical procedures and techniques.

Thorough knowledge of equipment and supplies employed in firefighting and in the emergency care of patients and victims of accidents.

Considerable knowledge of the principles and practices of supervision.

Considerable knowledge of City geography and of the location of roads and streets within the City.

Considerable knowledge of state and local fire codes.

Some knowledge of modern office practices procedures, equipment and moderate clerical techniques including skill in the operation of popular computer-driven word processing spreadsheet and file maintenance programs.

Ability to respond quickly and calmly to emergency situations.

Ability to safely drive emergency vehicles at high rates of speed.

Ability to lift substantial weight.

Ability to present information orally and in writing.

Ability to supervise the work of others.

Ability to deal tactfully, courteously and firmly with City officials, the general public and subordinates.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DIVISION CHIEF

DIVISION CHIEF

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in Fire Protection, with a bachelor's degree in fire protection or a related field preferred, supplemented by advanced coursework in management and technical skills, 7 years experience as a career Fire Officer II/Captain, with a preference of at least 3 years of those years as a District Fire Captain, and with a designation as a Chief Fire Officer from the Commission on Chief Fire Officer Designation preferred; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Possession of the following certificates issued by the State of North Carolina: Firefighter II, Standard Fire Inspector III, Emergency Medical Technician-Defibrillator, Hazardous Materials Technician, Level II Fire Instructor, Fire Officer II, Fire and Life Safety Educator I, and accumulation of at least 100 points towards fire/arson investigator certification. Possession of a valid Class "C" driver's license issued by the State of North Carolina.

Employee must live within 30 minutes – approximately 18 miles in distance – (using the standard time/distance formula) of the City Building. Immediate response is required for emergencies.

Employee is assigned to a weekday schedule. However, employee is responsible for immediate (without delay) availability every third day (average) to respond to emergencies and manage shift operations. In addition, the rotation of management programs and/or shift assignments may change every 3 to 5 years, or as deemed necessary and appropriate by the Fire Chief.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather information. Includes having math and reading skills appropriate to job level.

DIVISION CHIEF

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Administrative Skills: Ability to speak clearly and concisely before a large assembly of people and be able to tactfully explain information. Ability to write memos, letters, reports, policies and directives without review by others. Ability to produce comprehensive reports and analysis of data. Ability to make solid decisions based upon experience, skill and a clear understanding of the City's and the department's objectives and organizational philosophy.

Salary Grade 21
Exempt